

Quality Improvement Implementation Worksheet

Facility: _____

Topic: _____ Start Date: _____

Team Leader: _____

The Quality Improvement Implementation Worksheet should be used to guide you through the steps of quality improvement. Please note there are several ‘sub-worksheets’ (Worksheets D – L) that will assist you in documenting your goals and progress throughout the quality improvement process.

Step #	Step	Description	Date Step is Completed
1	Determine goal for improvement	<ul style="list-style-type: none"> Proceed to Worksheet D: Goal Setting. Goal should be clear and focused. Goal must be realistic. Everyone on the team should know, understand, and “buy into” the goal. 	_____
2	Define current system or process – identify what you are currently doing	<ul style="list-style-type: none"> Proceed to Worksheet E: Current Process Analysis. What are the steps to your current system or process? Include processes if different for different shifts. Analyze how the current process is working 	_____
3	Root-cause analysis	<ul style="list-style-type: none"> Proceed to Worksheet F: Root-Cause Analysis. Identify where and why the problem exists. Don’t jump to conclusions. Brainstorm all possible ideas and causes for problem. <p><i>To assist in determining root-cause:</i></p> <ul style="list-style-type: none"> Proceed to Worksheet G: Fishbone Diagram (instructions on Worksheet F). 	_____

Step #	Step	Explanation	Completion Date
4	Develop change in process- Identify an improvement based on the root-cause analysis	<ul style="list-style-type: none"> • Proceed to Worksheet H: Process Improvement Plan. • Change should be small. • Change should be measurable. 	_____
5	Develop implementation strategy on small scale	<ul style="list-style-type: none"> • Proceed to Worksheet I: Implementation Strategy. • Plan how improvement will be implemented. • Determine start date/evaluation date. 	_____
6	Implement improvement (Pilot test)	<ul style="list-style-type: none"> • Proceed to Worksheet J: Pilot Testing. • Start small – one unit, one shift. • Determine team actions during pilot test. • Make change. 	_____
7	Evaluate pilot-tested change	<ul style="list-style-type: none"> • Proceed to Worksheet K: Pilot Test Evaluation. • After change is implemented, review charts and collect data for compliance. • Evaluate data. • Did change meet goal? 	_____
8	Revise process (if necessary) – Repeat steps 4-8	<p><i>It may be necessary to make change based on data analysis.</i></p> <ul style="list-style-type: none"> • Team revises process. • Communicate change. • Collect data to evaluate improvement. • Revise worksheets 4-7 (as needed). 	_____
9	Develop implementation strategy across facility	<ul style="list-style-type: none"> • If no revision is needed, plan facility-wide change utilizing information from Worksheet I: Implementation Strategy. 	_____
10	Implement improved process across facility	<ul style="list-style-type: none"> • Implement tested change. • Educate staff. • Make changes and communicate. • Make it visible. 	_____

Step #	Step	Explanation	Completion Date
11	Monitor improvement	<ul style="list-style-type: none"> • Proceed to Worksheet L: Ongoing Monitoring. • Develop plan to review and monitor improvement. • Review process and collect data. • Make changes as necessary (begin worksheet series again). • Recognize and reward team! 	<hr style="width: 100%;"/>